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GUIDANCE FOR PURGE OF INACTIVE RECORDS

I. Changes to disposition schedules:*

- a) Survey "code 3" materials and reschedule for "code 2" or "code 1," as appropriate.
- b) Survey "code 2" materials and shorten disposition date wherever present judgment makes same feasible.
- c) Survey "code 1" materials and reschedule to "code 2" wherever present judgment so permits.

II. Changes to contents of files:

- a) Eliminate duplicate copies where duplicates are not absolutely essential.
- b) Eliminate documents for which your component is not the "office of record" when use of the "office of record" file is feasible.
- c) Eliminate documents no longer considered essential to the purposes of the file.

III. In making changes in schedules and file contents, consider the following basic reasons for keeping Records Center materials:

- a) Essential to operations of your component.
- b) Essential to the supplemental distribution function.
- c) Essential to the Vital Materials Program.**
- d) Essential to Agency Historical or Archival holdings.
- e) Required by law or policy.

IV. Purge Attitude:

When in doubt,
Schedule it out!

*Definitions: "Code 1" - permanent retention; "code 2" - temporary retention with definite disposition instruction; "code 3" - indefinite retention with decision on final disposition yet to be made.

**Vital Materials Program is properly a separate and stand-alone program. Thus, disposition changes on inactive records should not impact upon Vital Materials files.

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